

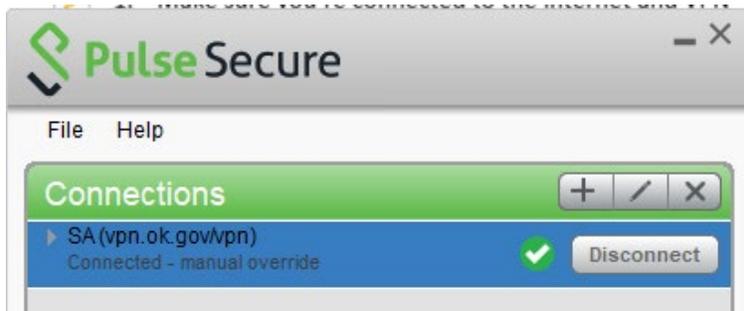


OKLAHOMA Office of Management & Enterprise Services

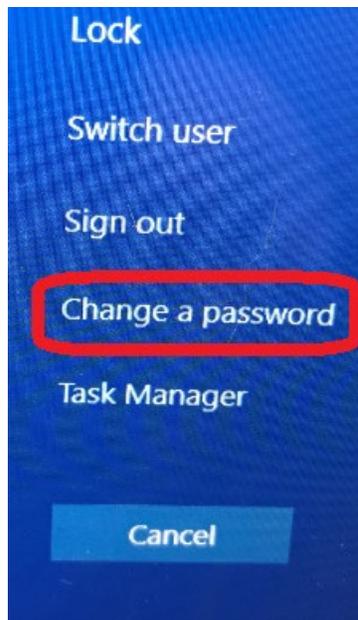
Resetting your password while using VPN on an encrypted desktop or laptop

To change your password and ensure synchronization with your encryption password, follow the steps below. If using Remote Desktop Protocol (RDP), please follow the instructions on page 3.

- Make sure you're connected to the internet and VPN



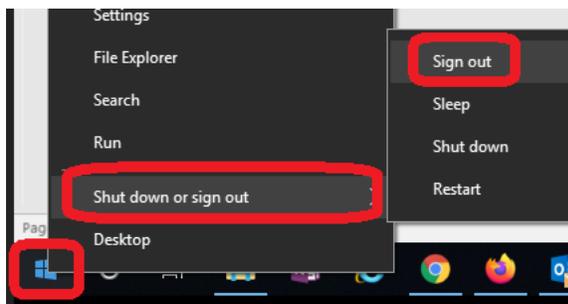
- On your keyboard, simultaneously press the ctrl, alt, and delete keys (ctrl+alt+delete)
- Select "Change a password"



- Enter your current password in the "Old password" field. Then create a new password following the State guidelines for password creation found in section 2.4 of the [Information Security Policy, Information Security Policy, Procedure and Guidelines](#).



- You will then be routed back to your desktop environment.
- Right-click the Windows Start button. Then select “Shut down or sign out” followed by “Sign Out”
 - Do not click restart.



- Log back in using your newly created password.

Resetting your password while using VPN via RDP

To change your password while connected via RDP, follow the steps below.

- Make sure you’re connected to the internet and VPN
- While inside the remote session:
 - On your keyboard, simultaneously press the ctrl, alt, and delete keys (ctrl+alt+delete)
 - Select “Change a password”
- Enter your current password in the “Old password” field.
- Then create a new password following the State guidelines for password creation found in section 2.4 of the [Information Security Policy, Information Security Policy, Procedures and Guidelines](#).
- You will then be routed back to your desktop environment.

- On your keyboard, simultaneously press the ctrl, alt, and delete keys (ctrl+alt+delete)
- Select “Lock”
- Sign in to the remote session again
- Log back in using your newly created password.